



July 14, 2023

Mrs. Dorothy Wiseman  
Board Chair  
Mamie D. Lee Garden Association  
P.O. Box 60551  
Washington, DC 20039

Dear Mrs. Wiseman:

The Chesapeake Bay Trust (the Trust) thanks the Mamie D. Lee Garden Association for your proposal to the Green Streets, Green Jobs, Green Towns Award Program. The Trust received a high level of requests, over \$4.6 million in requests for \$1.9 million available in this round of the program. I am pleased to report approval of \$49,949 for the installation of native pollinator gardens and enhancement of green space on 1.5 acres of historical gardens in Fort Totten.

Your award will be distributed as detailed in the award agreement attached. The payment(s) are contingent on key elements that are required prior to the release of each payment as described in your award agreement. **Please carefully read your award agreement** and contact the Trust if you have questions.

The signed award agreement, and any other contingencies, and status and final reports must be submitted by logging into the Chesapeake Bay Trust Online System accessed through the link [https://www.grantrequest.com/SID\\_1520](https://www.grantrequest.com/SID_1520) with the same username and password used when you applied. The Trust reserves the right to cancel the award and apply funds to other projects if the requirements of the award agreement are not met by the due dates.

If you should have any questions regarding our decision, please feel free to contact Whitney Vong at (410) 974-2941 ext. 122. The Chesapeake Bay Trust greatly appreciates the time you invested in the proposal development and looks forward to working with you in the future.

Sincerely,

A handwritten signature in black ink, appearing to read "Jana Davis".

Jana Davis, Ph.D.  
President

Award #: 22221  
Project Leader: Mr. Alden Towler





Award Agreement between the Chesapeake Bay Trust  
And the Mamie D. Lee Garden Association

July 14, 2023

This agreement is between the Chesapeake Bay Trust (the Trust) and the Mamie D. Lee Garden Association (the “awardee”) (Unique Entity Identifier#: L4WCPDUYZ4R5). The total amount of the award for award number 22221 is \$49,949. Delivery of this award is made through the Green Streets, Green Jobs, Green Towns Award Program and is subject to receipt by the Trust of a signed copy of this agreement which confirms that:

1. **Award Amount and Description:** The award is in the amount of \$49,949 for the installation of native pollinator gardens and enhancement of green space on 1.5 acres of historical gardens in Fort Totten. By accepting this award, awardee agrees that said monies will be used to accomplish deliverables with budgeted items as proposed in your application received on 3/8/2023, modified through any contingencies below, and approved in this agreement.
2. **Period of Performance:** The period of performance for this award is from 5/17/2023 to 7/1/2024.
3. **Changes in Scope and Budget:** Up to 10% of total project funds may be shifted from one of the seven high level budget categories (e.g., supplies, travel, etc.) to another, as long as the shift does not substantively modify the project’s goals, objectives, milestones, or deliverables. Significant changes to project budget and/or scope must be approved by the Trust in advance of the change. Requests for approval of changes must be made by completing the Award Revision Request Requirement available in your online award portal. The following types of changes should trigger an Award Revision Request:
  - a. **Scope Changes:**
    - i. An alteration of the intent, goals, objectives, milestones, and/or deliverables of the project
    - ii. A change in the physical location of a project
    - iii. Changes in key personnel or key project partners
    - iv. Changes in project deliverables are proposed in your original application and modified through any contingencies in this award agreement
    - v. Changes in timeline in your original application or as any subsequently amended, including requests for no-cost extensions
  - b. **Budgetary Changes:**
    - i. Changes in budget that result in a greater than 10% shift in funds across high level budget categories (personnel, supplies, contractual, travel, field trip fees, other, and indirect costs)
    - ii. Addition of a line item to the budget that falls under one of the seven high level budget categories that had not yet appeared in your budget (e.g., adding personnel when none had been approved previously or adding contractual services to the budget)
    - iii. Budget changes that reflect an alteration of the intent of the project
    - iv. Budget changes that reflect a change in the environmental benefit or impact of a project

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Executive Officer Initials

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Project Leader Initials

4. **Pre-construction Meeting:** The awardee agrees to initiate, organize, and schedule a mandatory pre-construction meeting after the construction contract with the prime contractor has been awarded and within 30 days of the construction start date, to include Trust staff, the landowner (if not the awardee), the awardee, the contractor, and the project engineer.
5. **Change to Design Plan:** Any changes to the design plans submitted to the Trust within the application must be approved by the funding partners; i.e., if the design plans submitted to the Trust are not identical to plans used for construction, changes must be approved.
6. **Start of Construction/Implementation:** Construction/Implementation must be initiated by 2/1/2024; otherwise the award may be terminated by the Trust.
7. **Distribution of Funding:** Funding will be distributed in phased payments as described below:
  - a. Phase 1 payment of \$44,954 is contingent upon:
    - i. Submission by **9/1/2023** to the Trust of the:
      1. signed award agreement and
      2. Audit Verification Requirement required for all awards involving federal funds (accessible via your online portal; see the "Submitting Documents" section below); and
    - i. **Submission by 9/1/2023 to and approval by the Trust of:**
      1. the organization's Unique Entity Identification (UEI) number that is publicly accessible/visible. The UEI is a 12-character alphanumeric ID that is assigned to an entity by SAM.gov. Existing registered entities can find their UEI here: <https://sam.gov/content/home>. New entities that do not have a number will have to complete an entity registration here: <https://sam.gov/content/entity-registration>; a record of attendance and meeting notes for completion of a pre-construction meeting as outlined above in #4 (meeting notes will be submitted through the pre-construction meeting" requirement) and
      2. a written statement that at least three estimates were/will be received and/or the project was/will be advertised through a competitive bid process to select a service provider.

Contact the Trust for assistance with these contingencies. Funds will not be released until these contingencies are met.

- b. Final Payment of \$4,995 will be distributed upon:
  - i. Submission by **7/1/2024** to and approval by the Trust of the **record of attendance requirement** that documents the details of the **post-construction meeting**. The awardee agrees to initiate, organize, and schedule a mandatory post-construction site visit to include Trust staff, the landowner (if not the awardee), and the awardee to verify the project was completed as approved. In the event the awardee fails to complete the project in accordance with the conditions of this Agreement, the awardee shall return the funds to the Trust.
  - ii. Submission to and approval by the Trust of your **final report due on or before 7/1/2024**. The final report shall include:

1. **Audit Verification Requirement** required for all awards involving federal funds (accessible via your online portal; see the “Submitting Documents” section below).
  2. **Programmatic Report:** A narrative report using the Trust’s final report form accessed through [http://www.GrantRequest.com/SID\\_1520](http://www.GrantRequest.com/SID_1520). Included in the final report will be a deliverables section that should match the deliverables you proposed in your approved application, as modified by any contingencies or budget adjustments. In the final report form, report on Minority-owned Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) procurements made during the reporting period.
  3. **Financial Report – FMS “Expenses” worksheet:** Information must be entered in the appropriate columns (see the “Expenses Instructions” worksheet) describing how the previous phase funds were spent plus the final 10% such that the full award amount, less any award monies not to be used, is reported. If unauthorized changes were made to the budget or deliverables without Trust approval you will be required to refund the award.
  4. **Financial Documentation – Submission of invoices/receipts and an accounting of personnel costs:** Invoices/receipts and documentation of personnel expenses must be included in ONE PDF or other file. Each row entered into the FMS’s “Expenses” worksheet must include a corresponding invoice/receipt/piece of documentation. Each individual invoice/receipt/piece of documentation must be numbered with the corresponding backup document numbers (Column A) in the FMS’s “Expenses” worksheet and submitted in numerical order. Copies of timesheets associated with any personnel time supported by the award must be included. Institutions of Higher Education may provide, in lieu of timesheets, time and effort reporting documentation that complies with 2 CFR 200.430. Any invoices/receipts/pieces of documentation already submitted in reporting on a previous phase, if applicable, need not be resubmitted.
  5. **Final Products:** Final products that include **completed pollinator gardens; final planting plan and plant list that specifies the native species to be planted for the planting area; copy of educational signage;** and additional other deliverables as outlined in your award application and as modified through any contingencies.
  6. **Photos of the Project:** For all projects that involve a construction element, submit before, during, and after construction photos. For all projects that involve an outreach or community engagement element, submit photos of engagement events.
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8. **Progress Report(s):** Progress report(s) on this project including the outreach and/or restoration progress, to date, is due to the Trust on or before **12/1/2023 and 3/1/2024**.
  9. **Submitting Documents/Requirements:** The signed award agreement; other contingencies; record of attendances; and status, progress, and final reports are required to be submitted by logging into the Chesapeake Bay Trust Online System account accessed through the link [http://GrantRequest.com/SID\\_1520](http://GrantRequest.com/SID_1520) with the same username and password used when you applied. Status, progress, and final report extension requests must be made using the Award Revision Request

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Executive Officer Initials

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Project Leader Initials

Requirement prior to the report due date. Depending on the circumstances, the Trust may or may not grant an extension. In cases where the awardee fails to submit a status report, progress report, final report, or other requirement by the due date, the Trust reserves the right to terminate the award agreement and require a refund of funds already transferred to the awardee. By signing this award agreement, the awardee agrees to comply with all conditions of this agreement, status and progress report date(s), if applicable, and the final report date listed above and agrees to return funds if a complete report is not submitted by the deadline. Failure to submit report(s)/requirement(s) by the deadline will affect eligibility of future awards.

10. **Acknowledgement of Funding Partners:** All public communications and promotion, including press releases, print publications, signage, online messaging, etc. must:
- Acknowledge program partners United States Environmental Protection Agency Region 3, Chesapeake Bay Program, and the Chesapeake Bay Trust (using both names and logos) whose logos appear at the top of the cover letter to this Agreement.
  - Include the Trust's logo (available at [www.cbtrust.org/logo](http://www.cbtrust.org/logo)).
  - Issue the following statement on all work products disseminated: "This project had been funded wholly or in part by the United States Environmental Protection Agency under assistance agreement CB95303301. The contents of this document do not necessarily reflect the views and policies of the Environmental Protection Agency, nor does the EPA endorse trade names or recommend the use of commercial products mentioned in this document."
11. **Federal Funding Requirements:** This program is a partnership of the Trust and the United States Environmental Protection Agency (EPA), with EPA funding coming through CFDA# 66.964 Chesapeake Bay Program Implementation, Regulatory/Accountability and Monitoring Grants through Federal Award Identification Number (FAIN) CB95303301 dated 9/7/2022. For purposes of accounting, you may consider your award (\$49,949) composed 100% federal funding as a sub-award. Neither the non-federal nor the federal component of the award, if any, may be used to match funds from other federal programs. If you are receiving federal funds (i.e., the percentage of your award from federal source is >0%), as a sub-recipient:
- You must comply with federal requirements governing the use of those funds, specifically Title 2 CFR 200: Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance).
  - If your total Federal annual expenditures exceeded \$750,000 you are required to obtain a Single Audit and to furnish the Trust and our auditors with the Single Audit financial statement for each year covered by the award and allow access to your records.
  - Consistent with federal procurement guidelines, you must obtain or have obtained at least three estimates for any work to be performed by subcontractors greater than \$10,000 and less than \$250,000, must keep documentation on the estimates, and must use good faith efforts to engage disadvantaged/minority/women business enterprises (DBE) by reaching out to DBE/MBE/WBE firms to submit estimates/bids (the following websites may be helpful in identifying firms:  
DC: <https://dslbd.secure.force.com/public/>,  
DE: <https://deldotcivilrights.dbesystem.com/FrontEnd/searchcertifieddirectory.asp>,  
MD: <https://marylandmdbe.mdbecert.com/>,  
PA: <http://www.dgs.internet.state.pa.us/suppliersearch>,  
VA: <https://www.sbsd.virginia.gov/directory/>,  
WV: <http://apps.sos.wv.gov/business/corporations/searchadvanced.aspx>). You must verify by checking at <http://www.sam.gov/SAM/> that any subcontractor or supplier has not been

suspended, debarred, excluded, or disqualified by the federal government, and pass this requirement on to your subcontractors who in turn use subcontractors or suppliers.

12. The recipient agrees to comply with the terms and conditions included in the proposal submission and all applicable local, state, and federal laws.

The undersigned who is (are) fully authorized in the premises of the Mamie D. Lee Garden Association accepts, subject to the terms and conditions in the above award agreement.

**Return signed copied of the full award agreement, with each page initialed and full signatures on the last page\*, by uploading a scanned copy to your Chesapeake Bay Trust Online System account accessed through the link [https://www.GrantRequest.com/SID\\_1520](https://www.GrantRequest.com/SID_1520) with the same username and password used when you applied. Please keep a copy for your records.**

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Signature of Executive Officer\*

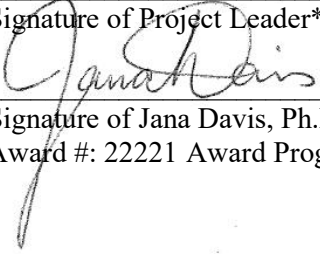
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Title

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Date

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Signature of Project Leader\*

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

  
Signature of Jana Davis, Ph.D., President; Chesapeake Bay Trust

\_\_\_\_\_  
President

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7/14/2023

Award #: 22221 Award Program: Green Streets, Green Jobs, Green Towns

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Date